

# TREATMENT PARTNERSHIP SERVICE AGREEMENT

**Objective:**

To establish a formal working relationship between two agencies

**Intended Use:**

To detail the roles and functions of both parties in a treatment partnership

**Audience:**

- **Leadership:** To establish agreements that detail the roles and functions of both organizations in a treatment partnership
- **Managers:** To implement and monitor compliance with the agreed-upon roles and functions of a partnership

**Outcome:**

- Improved access to treatment

**Context:**

Access and entry into substance abuse treatment can often be a difficult and frustrating process for agencies working with families, as well as the families themselves. There are many personal barriers to treatment but institutional barriers can also exist. A treatment partnership reduces institutional barriers by detailing roles and functions between agency and provider to increase the likelihood of treatment success.

A treatment partnership is a formal agreement between an agency working with families and a treatment agency or independent treatment provider. The agreement guarantees access to services for individuals referred for treatment and sets forth the supports the family service program will provide to enhance treatment. The treatment partnership is formalized using a Memorandum of Understanding (MOU) or a Standard Service Agreement, detailing the roles and functions of both parties.

Partnership Service Agreements can also be utilized to negotiate assistance with assessment, staff development or other services that can enhance an agency's ability to meet the needs of vulnerable families. For example, agreements can include help with staff training and skill development, participation in case consultation, and meeting with families in their homes or other

community settings. Other roles may include supports following formal treatment, shared case conferencing, information exchange and facilitating access for the treatment provider to reluctant clients.

Examples of services that can be provided through a treatment partnership include:

- ☐ Expedited referral
- ☐ Training for family advocates in motivational interviewing
- ☐ Home visits to do an assessment of needs
- ☐ Skill development to help staff identify families with known or suspected substance issues
- ☐ Tips on how to speak to an individual or family to reduce resistance
- ☐ Facilitation of the agency's case consultation process
- ☐ Relationship-building and development of agreements with other mental health and treatment organizations and resources

### The Process

The first step is for the leadership and key staff of your program and the treatment agency to meet and discuss the general needs of the families being served and whether the partnership will be a good fit in terms of capacity, services provided, eligibility and funding. If the resources of the two agencies are complementary, the sample agreement can be used as a discussion guide to determine the precise roles of each agency. It is advisable that a lawyer review the final agreement to be sure it conforms to all federal and local laws and requirements.

# SAMPLE TREATMENT PROVIDER AGREEMENT

The purpose of this agreement is to establish a formal working relationship between the \_\_\_\_\_ Program and \_\_\_\_\_ (Provider). Both partners have recognized the need to establish a working relationship to provide effective, intensive and immediate services to substance abusing families. In doing so each partner agrees to the following:

I. The \_\_\_\_\_ **Program** agrees to:

- a. refer family member to treatment and provide the treatment provider with all available background information in order to complete a thorough assessment.
- b. physically take the family member to the assessment and treatment if transportation is a problem.
- c. attend team meetings and/or interventions as requested.
- d. include the family & treatment provider in all major case decisions (e.g., removals, reunifications, changes in treatment, etc.).
- e. provide services in accordance with agreements.
- f. provide treatment provider with signed releases of information.
- g. provide treatment provider a copy of the case plan, and notify provider of any changes in the case plan.
- h. return phone calls within one working day.
- i. maintain weekly contact with treatment provider through scheduled phone or in person contacts to share information, ensuring communication is open to avoid secrets with the parent.
- j. inform the family that there will be an open sharing of information between family service worker, advocate and treatment provider to facilitate recovery.

II. **Provider** agrees to:

- a. provide treatment services (pre-treatment, assessment and/or in-patient/out-patient treatment) to chemically dependent family members within 48-hours of request. During treatment, services will be provided to extended family members and caregivers to support the recovery process.
- b. immediately notify Program family service worker of any treatment issues (e.g. missed sessions, changes in attitude, indicators of use, etc.)
- c. participate in all staffing/team meetings, cross training and provider meetings as requested.
- d. notify Provider immediately upon learning of or observing any indicators of abuse or neglect.
- e. maintain weekly contact with Provider family service worker through scheduled or in person contacts (allowing staff to have access to their clients at the treatment site) to share information, ensuring open communication to avoid secrets with the parent.

- f. provide Program family service worker with written updates as requested with appropriate signed releases (e.g. for court, reunifications, etc.).
- g. provide services in accordance with agreements.
- h. return phone calls within one working day.
- i. inform the family that there will be an open sharing of information between family service worker and treatment provider to facilitate recovery.
- j. provide regular unscheduled urine screens to the family member on a weekly basis while in primary treatment. After primary treatment, provide random urine screens to the parent throughout aftercare and provide the results of all screens to the Program staff.
- k. attend court hearings as needed (with a subpoena) when the safety or permanency of a child is at risk due to a contested custody case.

Both partners have read and fully support the agreement as outlined. Each recognize that this is a collaborative effort and for our clients to be successful and view us as a team, we must work together to assist the person in becoming sober. In signing this agreement we acknowledge the fact that we cannot do this alone and therefore must come together to effect change. This agreement symbolizes that commitment.

\_\_\_\_\_  
(Representative)

\_\_\_\_\_  
Date

\_\_\_\_\_  
(Provider)

\_\_\_\_\_  
Date